



COMMONWEALTH of VIRGINIA

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November 30, 2022

The Honorable Janet Howell
Co-Chair, Senate Finance and Appropriations
P. O. Box 2608
Reston, Virginia 20195-0608

The Honorable Barry Knight
Chair, House Appropriations
1852 Mill Landing Road Committee
Virginia Beach, Virginia 23457

The Honorable George Barker
Chair, Senate Finance and Appropriations
P.O. Box 10527
Alexandria, VA 22310

Dear Senator Howell, Senator Barker, and Delegate Knight:

Pursuant to [Item 137.C.44](#), attached are the guidelines approved by the Virginia Board of Education (Board) on the award and disbursement of funds from the College Partnership Laboratory School Fund (Fund). During its 2022 Session, the General Assembly appropriated \$100 million into the Fund to assist in the planning, start-up, and ongoing operations of new College Partnership Laboratory Schools (Lab Schools) in Virginia. The \$100M appropriation is allotted for the following uses: \$5M for planning grants to support eligible entities in the design of new college Lab Schools and to assist in drafting and submitting a Lab School application to the Board; \$20M for initial start-up grants for approved Lab Schools to make one-time purchases for expenses necessary to launch a Lab School, such as staff recruitment, technology and material purchases, etc.; and \$75M (or the balance of the fund) for per-pupil operating grants to support ongoing expenses for the operation and maintenance of a Lab School.

Because the Fund is delineated by grant type and purpose, the Board recognized the need to establish different competitive criteria for applicants as well as different parameters for grant conditions. Accordingly, the Board approved two separate guidelines documents: (1) The *Guidelines and Criteria for the Award and Distribution of Planning Grant Funds*, approved August 17, 2022; and (2) The *Guidelines and Criteria for the Award and Distribution of Lab School Start-up and Per-Pupil Funding Grants*, approved September 15, 2022. Both guidelines documents are attached.

Please contact the [Office of STEM and Innovation](#) if you have any questions regarding either the *Guidelines and Criteria for the Award and Distribution of Planning Grant Funds* or the *Guidelines and Criteria for the Award and Distribution of Lab School Start-up and Per-Pupil Funding Grants*.

Sincerely,

Jillian Balow

JB/lms



COLLEGE PARTNERSHIP LABORATORY SCHOOLS FUND

GUIDELINES AND CRITERIA FOR THE AWARD AND
DISTRIBUTION OF PLANNING GRANT FUNDS

Approved August 17, 2022

VIRGINIA BOARD OF EDUCATION

PURPOSE OF COLLEGE PARTNERSHIP LABORATORY SCHOOLS

College Partnership Laboratory Schools (Lab Schools) have fueled innovation and excellence in preK-12 education across the nation. Some of the nation's most prestigious schools were started as Lab Schools, and many of the most successful preK-12 institutions serving students with learning disabilities or particular talents and interests are Lab Schools. Virginia has identified Lab Schools as a critical part of ensuring a high-quality, innovative, and diverse educational ecosystem in the Commonwealth.

The planning grant program set out in the guidelines and application criteria is to (1) promote the thoughtful design of new Lab Schools to improve student achievement and outcomes; (2) create a pathway to launch Lab Schools by providing support to those eligible applicants well-positioned and motivated to advance Lab School applications and launch Lab Schools; (3) guarantee, to the greatest extent possible, that new Lab Schools are built on strong, sustainable programmatic and financial foundations; and (4) encourage regional diversification and increased access to new Lab Schools meeting the needs of students – especially those at-risk – across the Commonwealth.

BACKGROUND OF THE COLLEGE PARTNERSHIP LABORATORY SCHOOL FUND

The College Partnership Laboratory Schools Fund (Fund), set out in § [22.1-349.2](#) of the *Code of Virginia*, was first established in 2010 for the purpose of establishing and supporting College Partnership Laboratory Schools. During its 2022 Session, the General Assembly appropriated \$100,000,000 to the Fund.

The Virginia Board of Education (Board) is authorized to award up to \$5,000,000 from the Fund for planning grants to entities pursuing the creation of new Lab Schools. Additionally, the Board is authorized to award up to \$20,000,000 from the Fund for initial start-up cost funding grants (start-up) for entities approved by the Board and awarded a contract to create a new Lab School and to distribute the remaining balance (\$75,000,000 or more) in per-pupil operating funding grants (per-pupil) from the Fund for entities with approved Lab Schools.

Section [22.1-349.2](#) of the *Code of Virginia* and [Item 137.C.44](#) of the 2022 Appropriation Act direct the Board to establish criteria and guidelines for the distribution and award of moneys from the Fund prior to disbursement.

This document provides the required criteria and guidelines for the award and distribution of **planning grant** money from the Fund.

DEFINITIONS

PLANNING GRANT APPLICANT

A “planning grant applicant” or “applicant” is the primary entity pursuing the creation of a new College Partnership Laboratory School and must be a public institution of higher education, public higher education center, institute, or authority; or an eligible private institution of higher education as defined in § [23.1-628](#) related to the Tuition Assistance Grant Program. A “planning grant applicant” will be referred to as a “planning grant awardee” or “awardee” should its planning grant application be approved.

COLLEGE PARTNERSHIP LABORATORY SCHOOL

Pursuant to § [22.1-349.1\(A\)](#) of the *Code of Virginia*, as amended by Chapter 2 of the 2022 Acts of Assembly, Special Session I, a "College Partnership Laboratory School" means a public, nonsectarian, nonreligious school in the Commonwealth established by a public institution of higher education, public higher education center, institute, or authority; or an eligible private institution of higher education as defined in § [23.1-628](#) related to the Tuition Assistance Grant Program. Section [22.1-349.1\(B\)](#) states that Lab Schools are designed to “(i) stimulate the development of innovative education programs for preschool through grade 12 students; (ii) provide opportunities for innovative instruction and assessment; (iii) provide teachers with a vehicle for establishing schools with alternative innovative instruction and school scheduling, management, and structure; (iv) encourage the use of performance-based educational programs; (v) establish high standards for both teachers and administrators; (vi) encourage greater collaboration between education providers from preschool to the postsecondary level; and (vii) develop models for replication in other public schools.”

AT-RISK STUDENT

Pursuant to § [22.1-349.1\(A\)](#) of the *Code of Virginia*, an “at-risk student” means “a student having a physical, emotional, intellectual, socioeconomic, or cultural risk factor that research indicates may negatively influence educational success.” For the purpose of these guidelines and any planning grant awards, “at-risk students” include (1) students who have experienced learning loss as the result of the COVID-19 pandemic; (2) students served by low-performing schools that are designated as “accredited with conditions” or “accreditation denied” based on the Virginia Board of Education’s accreditation ratings; and (3) students attending schools identified under the Every Student Succeeds Act within three support categories: (i) Comprehensive Support and Improvement, (ii) Targeted Support and Improvement, or (iii) Additional Targeted Support Category.

REGIONAL DIVERSITY

For the purpose of these guidelines, regional diversity reflects representation from each of the Virginia Department of Education’s (Department) eight Superintendent [regions](#).

REQUESTING PLANNING GRANT FUND MONEYS

PLANNING GRANT APPLICATION REQUIRED COMPONENTS

A planning grant application must include the following components:

- General information about the applicant and its partners;
- General information about the proposed Lab School, including school governance and structure; facilities; mission and pedagogy; methods of assessment; and prospective student population;
- A description of the school’s proposed instructional model, including how it will improve student academic proficiency, mastery, college- and career-readiness, and long-term outcome goals;
- Assurances that the applicant will abide by applicable federal and state laws and regulations, meet deliverables according to the timeline set by the Board (as provided below), and other requirements prescribed by the Department;
- The total planning grant request amount not exceeding \$200,000 per planning grant application, with additional funding considered on a case-by-case basis and in accordance with available funds;
- A financial plan, including a line-item budget indicating how the requested planning grant funds will be used;
- A timeline for use of planning grant funds during the grant term with corresponding benchmarks and deliverables;
- A description of a plan for involvement of teachers, parents, community, organizations, employers, etc., in the planning, development, and implementation of the program; and
- A description of how the Lab School will secure and maintain community-based partnerships (i.e. businesses, organizations, local school boards and divisions, etc.) to ensure programmatic, financial, and operational success and sustainability of the Lab School.

PERMISSIBLE EXPENDITURES FOR PLANNING GRANTS

The line-item budget of a planning grant application shall only include allowable expenses. Common allowable expenditures for planning grants include additional staff, consultants, meeting costs, travel, per diems. Typically impermissible or unallowable expenditures include furniture, capital assets for Lab Schools. Line items of planning grant applications are subject to review and approval in any award.

TIMELINE FOR PLANNING GRANT ACTIVITY

Planning grant awards may be for a grant term not to exceed 12 months, with staggered distribution of moneys during the term to ensure that awardees are progressing toward the submission to the Board of an application for approval to launch a Lab School. Planning grant applicants must provide assurance that they will subscribe to the following timetable:

TIMELINE	BENCHMARK AND DELIVERABLES
On or before the end of the first quarter of the grant term	Awardee must present a proposed list of milestones, measures of success, and deliverables.

On or before the end of the second quarter of the grant term	Awardee must submit a progress report in order to be eligible for drawing down reimbursements on the second installment of the award.
On or before the end of the third quarter of the grant term	Awardee must present progress on milestones and deliverables, including submission to the Board of an application for approval to launch a Lab School.
On or before the end of the grant term	Awardee is expected to have attained approval by the Board to launch a Lab School.

Department staff may adjust the above timeline, benchmarks, and deliverables.

SUBMITTING PLANNING GRANT APPLICATIONS

The planning grant application must be submitted on the form provided by the Department.

Planning grant applications may be submitted by email to labschools@doe.virginia.gov.

EVALUATING PLANNING GRANT SUBMISSIONS

Planning grant applications will be accepted and reviewed on a rolling basis. The Department will prioritize grant applications planning to open a Lab School by the school year 2023-2024. Planning grant applications will only be considered if they are complete and include all of the required components. A funding evaluation review committee convened by the Department will evaluate planning grant applications for completeness, and according to a weighted rubric using the following factors:

1. Targeted Student Population and Relevant Research: Intention to serve at-risk students and/or offer a new, innovative model grounded in evidence-based practices to improve student academic proficiency, mastery, college- and career-readiness, and long-term outcomes (30 points);
2. Clarity of Program Description, Goal, and Timeline: Indication of programmatic, operational, and infrastructural capacity to advance an application for approval to launch a Lab School and to launch a Lab School no later than the 2024-2025 school year, with preference for launch in the 2023-2024 school year (20 points);
3. Sustainability: Evidence of institutional commitment to the viability of the Lab School (20 points);
4. Collaboration: Collaboration with local school divisions, community-based organizations, and employers, as well as teachers and parents, in manner that promotes quality, innovation, and program results and sustainability (15 points);
5. Regional and Applicant Diversity: New awards will be made with preference to regional diversity and with preference to new applicants should an applicant have previously received a planning grant during the current fiscal year application period (15 points).

Funds will only be awarded to applicants whose applications earn a score deemed satisfactory by the funding evaluation review committee using the planning grant application’s weighted rubric. Applicants are not guaranteed the requested award amount and awards may be proportionally adjusted according to application’s score and to reflect only those expenditures that are designated as permissible.

ADMINISTRATION OF PLANNING GRANTS

The Board hereby delegates authority to the Department, which includes the funding evaluation review committee convened by the Department, for awarding and administering moneys from the Fund for planning grants, consistent with the above criteria and guidelines.

The Fund will be administered according to state accounting practices and the Code of Virginia.

DETERMINING PLANNING GRANT AMOUNTS AND DISTRIBUTIONS

- **Awards:** The Department will only award funds to applicants who have completed all application components and have earned a satisfactory score according to its weighted rubric.
- **Expenditures:** The Department will only award funds for allowable expenditures and in an amount not to exceed \$200,000 per planning grant applicant, with additional funding considered on a case-by-case basis and in accordance with available funds.
- **Regional Diversity:** The Department will ensure distributions from the Fund reflect regional diversity, and that planning grant moneys may be retained in the Fund to ensure each of the Superintendent's eight regions will be entitled to at least one planning grant.
- **Fund Availability:** Moneys will be distributed in a manner that promotes regional and applicant diversity, according to the weighted rubric scores and priority categories. If there are inadequate funds to distribute an approved award amount, a waiting list will be maintained.

RIGHT TO CONDUCT FINANCIAL REVIEW

The Department reserves the right to request a financial review to assess planning grant progress or expenditures during the 12-month term to ensure the awardee is meeting, or is capable of meeting, the timeline for the grant activity.

The Department may withhold any unspent planning grant moneys, or alter disbursements from the Fund to the awardee based on approved expenses, if (1) the awardee does not meet a benchmark designated on the planning grant timeline; or (2) a financial review reveals grant funds have been misused. The Department must inform the awardee of a change in grant status as soon as practicable.

Awardees will be required to submit to a review of planning grant expenditures, as well as provide findings from planning research and any additional information prescribed by the Department.

ADDITIONAL PROTOCOLS FOR FUND ADMINISTRATION

- The Department will act on a planning grant application within 30 business days of receipt.
- Funds will be disbursed to awardees within 30 business days of Department approval.

- Moneys will be distributed to awardees by the Department from the Fund for allowable expenses according to the approved timeline of their planning grant. In order to be eligible for distribution of moneys, all planning grant application deadlines and requirements must have been met.
- Award balances not spent by June 30 of the state fiscal year in which the funds were received may be carried over into the next state fiscal year must be used for the same program purpose.
- Awardees must return any unobligated planning grant funds within 12 months of receipt of the moneys.
- Awardees may be eligible to apply for additional distributions from the Fund in subsequent years for start-up costs and per-pupil operating funding under separate guidelines, after submission and subsequent approval of an application to launch a Lab School by the Board.

DEPARTMENT CONTACT FOR PLANNING GRANTS

Questions about the planning grant process should be directed to labschools@doe.virginia.gov.



COLLEGE PARTNERSHIP LABORATORY SCHOOLS FUND

**GUIDELINES AND CRITERIA FOR THE AWARD AND DISTRIBUTION OF LAB
SCHOOL START-UP AND PER-PUPIL OPERATING FUNDING GRANTS
FOR APPROVED LAB SCHOOLS**

APPROVED SEPTEMBER 15, 2022

VIRGINIA BOARD OF EDUCATION

PURPOSE OF COLLEGE PARTNERSHIP LABORATORY SCHOOLS

College Partnership Laboratory Schools (Lab Schools) have fueled innovation and excellence in preK-12 education across the nation. Some of the nation's most prestigious schools were started as Lab Schools, and many of the most successful preK-12 institutions serving students with learning disabilities or particular talents and interests are Lab Schools. Virginia has identified Lab Schools as a critical part of ensuring a high-quality, innovative, and diverse educational ecosystem in the Commonwealth.

These guidelines provide the opportunity for eligible entities approved by the Virginia Board of Education (Board) and awarded a contract to create a new College Partnership Laboratory School to apply for initial start-up and per-pupil operating funding grants. The start-up grant will support the launch of new Lab Schools by entities approved by the Board and awarded a contract to create a new college partnership laboratory. The per-pupil operating funding grant will provide up to three years of support for approved Lab Schools, with priority for those launching in school year 2023-2024. Grant awards will be distributed in accordance with state priorities to ensure new Lab Schools are designed to improve student academic proficiency, mastery, college- and career-readiness, and long-term outcomes, especially for at-risk students, across the Commonwealth.

BACKGROUND OF THE COLLEGE PARTNERSHIP LABORATORY SCHOOL FUND

The College Partnership Laboratory Schools Fund (Fund), set out in § [22.1-349.2](#) of the *Code of Virginia*, was first established in 2010 for the purpose of establishing and supporting College Partnership Laboratory Schools. During its 2022 Session, the General Assembly appropriated \$100,000,000 to the Fund through the 2022 Appropriation Act.

The Board is authorized to 1) award up to \$20,000,000 from the Fund for **initial start-up cost funding grants** (start-up) for entities approved by the Board and awarded a contract to create a new Lab School, and 2) to distribute remaining amounts (\$75,000,000 or more) in **per-pupil operating funding grants** (per-pupil) from the Fund for entities with approved Lab Schools.

Section [22.1-349.2](#) of the *Code of Virginia* and [Item 137.C.44](#) of the 2022 Appropriation Act direct the Board to establish criteria and guidelines for the distribution and award of moneys from the Fund prior to disbursement.

This document provides the required criteria and guidelines for the award and distribution of **start-up costs and per-pupil operating funding grant** money from the Fund.

DEFINITIONS

GRANT AWARDEE

A “grant awardee” or “awardee” is the primary entity approved by the Board and awarded a contract to create a new College Partnership Laboratory School and must be a public institution of higher education, public higher education center, institute, or authority; or an eligible private institution of higher education as defined in § [23.1-628](#) related to the Tuition Assistance Grant Program.

COLLEGE PARTNERSHIP LABORATORY SCHOOL

Pursuant to § [22.1-349.1\(A\)](#) of the *Code of Virginia*, as amended by Chapter 2 of the 2022 Acts of Assembly, Special Session I, a "College Partnership Laboratory School" means a public, nonsectarian, nonreligious school in the Commonwealth established by a public institution of higher education, public higher education center, institute, or authority; or an eligible private institution of higher education as defined in § [23.1-628](#) related to the Tuition Assistance Grant Program. Section [22.1-349.1\(B\)](#) states that Lab Schools are designed to “(i) stimulate the development of innovative education programs for preschool through grade 12 students; (ii) provide opportunities for innovative instruction and assessment; (iii) provide teachers with a vehicle for establishing schools with alternative innovative instruction and school scheduling, management, and structure; (iv) encourage the use of performance-based educational programs; (v) establish high standards for both teachers and administrators; (vi) encourage greater collaboration between education providers from preschool to the postsecondary level; and (vii) develop models for replication in other public schools.”

AT-RISK STUDENT

Pursuant to § [22.1-349.1\(A\)](#) of the *Code of Virginia*, an “at-risk student” means “a student having a physical, emotional, intellectual, socioeconomic, or cultural risk factor that research indicates may negatively influence educational success.” For the purpose of these guidelines and any planning grant awards, “at-risk students” include (1) students who have experienced learning loss as the result of the COVID-19 pandemic; (2) students served by low-performing schools that are designated as “accredited with conditions” or “accreditation denied” based on the Virginia Board of Education’s accreditation ratings; and (3) students attending schools identified under the Every Student Succeeds Act within three support categories: (i) Comprehensive Support and Improvement, (ii) Targeted Support and Improvement, or (iii) Additional Targeted Support Category.

REGIONAL DIVERSITY

For the purpose of these guidelines, regional diversity reflects representation from each of the Virginia Department of Education’s (Department) eight Superintendent [regions](#).

REQUESTING START-UP GRANT FUNDING MONEYS

START-UP FUNDING GRANT REQUEST REQUIRED COMPONENTS

A grant awardee's request for start-up funding grant moneys must include, on a grant request form to be provided by the Department, the following information:

- The total start-up funding grant request amount for start-up costs not exceeding \$1,000,000, with additional funding considered on a case-by-case basis and in accordance with available funds; and
- From the approved Lab School Application, including notations on any adjustments:
 - The financial plan, including a line-item budget indicating how the requested funds will be used;
 - The timeline for use of start-up grant funds during the grant term with corresponding benchmarks and deliverables; and
 - A description of the community-based partnerships (i.e. businesses, organizations, local school boards, etc.) which have been secured and maintained to ensure the on-going programmatic, financial, and operational success and sustainability of the Lab School.

PERMISSIBLE EXPENDITURES

The line-item budgets for start-up funding grant requests shall only include allowable, reasonable, and necessary expenses supporting Lab School implementation and operation. Line items of start-up funding grant requests are subject to review and approval in any award. In the event of Lab School closure, any remaining inventories of materials/supplies or assets purchased with start-up funding grants are subject to return to the Department. Permissible expenditures for start-up grant funding will be determined consistent with the following:

- Expenses to be supported with start-up funding grants should be one-time in nature, and not recurring costs;
- Common allowable expenditures include short-term staffing during start-up and implementation, consultants, contracted services, materials and supplies, technology devices, meeting costs, necessary travel and per diems;
- Start-up grant funds may be used for limited, one-time renovation or alteration of instructional spaces to prepare them for classroom instruction, as well as purchase of classroom materials, equipment, and furnishings; and
- Major capital expenditures for land acquisition, new construction, or building-wide renovations are not permitted.

REQUESTING PER-PUPIL OPERATING GRANT FUNDING MONEYS

PER-PUPIL OPERATING FUNDING GRANT REQUEST: REQUIRED COMPONENTS

A grant awardee's request for per-pupil operating funding must include, on a grant request form to be provided by the Department, the following information:

- The total per-pupil operating funding grant request amount;
- A per-pupil operating funding grant request amount that does not exceed the average per pupil state-projected funding to educate a student, meaning the statewide average total

per-pupil funding, including state and local shares, for the fiscal year based on those Standards of Quality (SOQ), Categorical, Incentive and Lottery line-items designated in the current state budget for distribution on a per-pupil cost basis using March 31 average daily membership.

- These per-pupil cost budget line-items currently include: SOQ Basic Aid, Textbooks, Special Education, Career and Technical Education, Prevention, Intervention, and Remediation, Gifted, and Fringe Benefits; Compensation Supplement; At-risk; and Infrastructure and Operations per-pupil Allocation.
- The total state and local share of funding amount will be calculated by the Department based on the statewide average total per-pupil cost for the budget line-items listed above and based on the awardee's proposed estimated number of students to be enrolled in the Lab School; such total amount will be communicated by the Department to the awardee as part of the per-pupil grant funding request process.
- From the approved Lab School Application, including notations on any adjustments:
 - A financial plan, including a line-item budget indicating how the requested per-pupil grant funds will be used;
 - A timeline for use of per-pupil grant funds during the grant term with corresponding benchmarks and deliverables; and
 - A description of the community-based partnerships (i.e. businesses, organizations, local school boards, etc.) which have been secured and maintained to ensure the on-going programmatic, financial, and operational success and sustainability of the Lab School.
- Per-pupil operating funding grant disbursements during the school year will be based on the initial per-pupil operating funding grant award amount. The Department will reconcile the initial per-pupil operating funding grant amount based on final enrollment reported by the Lab School as of March 31 to determine the final grant award amount; and
 - The per-pupil operating funding grant amount will be increased if, as of March 31, enrollment increases compared to the initial enrollment estimate and there are sufficient moneys in the Fund available to do so; and
 - The per-pupil operating funding grant amount will not decrease if, as of March 31, enrollment decreases by 20 percent or less than the awardee's initial pupil enrollment estimate; however, the grant amount will be decreased for enrollment decreases more than 20 percent compared to the awardee's initial pupil enrollment estimate.

PERMISSIBLE EXPENDITURES

The line-item budgets for per-pupil operating funding grant requests shall only include allowable, reasonable, and necessary expenses supporting Lab School implementation and operation. Line items of per-pupil operating funding grant requests are subject to review and approval in any award. In the event of Lab School closure, any remaining inventories of materials/supplies or assets purchased with per-pupil funding grants are subject to return to the Department. Permissible expenditures for per-pupil operating funding grants will be determined consistent with the following:

- Common allowable expenditures include salaries and benefits of Lab School instructional and support staff, leased facilities that include the Lab School instruction spaces, consultants, contracted services, materials and supplies, technology devices, meeting costs, necessary travel and per diems;
- Major capital expenditures for land acquisition, new construction, or building-wide renovations are not permitted; and
- Initial limited renovation/alteration of classroom spaces to prepare for Lab School opening should be supported with start-up grant funds.

TIMELINE FOR START-UP AND PER-PUPIL GRANT ACTIVITY

Start-up and per-pupil operating funding grant requests may be awarded during an awardee’s grant term, with staggered distribution of moneys during the term to ensure that awardee is progressing toward the launch, or successful operation, of a Lab School.

Department staff may adjust the above timeline, benchmarks, and deliverables.

SUBMITTING GRANT REQUESTS

Start-up and per-pupil operating funding grant requests must be submitted on the form provided by the Department. Planning grant applications may be submitted by email to labschools@doe.virginia.gov.

ADMINISTRATION OF LAB SCHOOL START-UP AND PER-PUPIL OPERATING FUNDING GRANTS

The Board hereby delegates authority to the Department, which includes the funding evaluation review committee convened by the Department, for awarding and administering moneys from the Fund for start-up and per-pupil operating funding grants, consistent with the above criteria and guidelines.

The Fund will be administered according to state accounting practices and the Code of Virginia.

DETERMINING START-UP AND PER-PUPIL OPERATING FUNDING GRANT AMOUNTS AND DISTRIBUTIONS

- Awards: The Department will only award funds to grant awardees who have been approved by the Board, completed all start-up and per-pupil operating funding request components, and continue to meet all corresponding benchmarks and deliverables;
- Expenditures: The Department will only award funds for allowable expenditures from grant awardees and start-up grant funding shall not exceed \$1,000,000 per Lab School launch application award, with additional funding considered on a case-by-case basis and in accordance with available funds; and

- **Fund Availability:** Applications will be accepted and reviewed and moneys will be distributed on a rolling basis and in a manner that promotes successful sustainability of Lab Schools and priorities. If there are inadequate funds to meet a grant awardee’s request, a waiting list will be maintained.

RIGHT TO CONDUCT FINANCIAL REVIEW

Awarded start-up and per-pupil operating funding should only be used for allowable, reasonable, and necessary costs. The Department reserves the right to request a financial review to assess start-up and per-pupil operating funding grant progress or expenditures during the grant awardee’s term to ensure the awardee is meeting, or is capable of meeting, the timeline for the grant activity.

The Department may withhold any unspent grant moneys, or alter disbursements from the Fund to an awardee based on approved expenses, if (1) the awardee does not meet a benchmark designated on the start-up or per-pupil operating funding grant timeline; or (2) a financial review reveals grant funds have been misused. The Department must inform the awardee of a change in grant status and disbursement procedure as soon as practicable.

Awardees will be required to submit to a review of start-up and per-pupil operating funding grant expenditures, as well as provide research, deliverables, and any additional information prescribed by the Department.

ADDITIONAL PROTOCOLS FOR FUND ADMINISTRATION

- The Department will review start-up and per-pupil operating funding grant requests within 30 business days of receipt;
- Funds will be disbursed to awardees within 30 business days of Department approval;
- Moneys will be distributed to awardees by the Department from the Fund for allowable, reasonable, and necessary expenses according to the approved timeline of their start-up or per-pupil operating funding grant. In order to be eligible for distribution of moneys, all start-up or per-pupil operating funding grant benchmarks, deliverables, and requirements must have been met;
- Award balances not spent by June 30 of the state fiscal year in which the funds were received may be carried over into the next state fiscal year and must be used for the same program purpose; and
- Awardees must return any unobligated funds at the end of any awardee’s Lab School contract term in accordance with the provisions of the contract.

DEPARTMENT CONTACT FOR PLANNING GRANTS

Questions about the planning grant process should be directed to labschools@doe.virginia.gov.